



VOSH PROGRAM DIRECTIVE: 01-001A

ISSUED: April 1, 2003

SUBJECT: Program Directive Classification and Numbering System - VOSH

A. Purpose.

This directive transmits to field personnel the first major revision to the classification and numbering procedures for the VOSH Program Directives System since its development in 1983.

This Program Directive is an internal guideline, not a statutory or regulatory rule, and is intended to provide instructions to VOSH personnel regarding internal operation of the Virginia Occupational Safety and Health Program and is solely for the benefit of the program. This document is not subject to the Virginia Register Act or the Administrative Process Act; it does not have general application and is not being enforced as having the force of law.

B. Scope.

This directive applies to all VOSH personnel.

C. Reference.

Not Applicable.

D. Cancellation.

VOSH Program Directive 01-001 (December 9, 1985)

[See Attachment B for renumbered Program Directives]

E. Action.

Directors and Managers shall ensure that field personnel are made aware of the revised classification and numbering system for VOSH Program Directives.

F. Effective Date.

April 1, 2003

G. Expiration Date.

Not Applicable.

H. Background.

On July 1, 1983, the VOSH Program Directives System became a part of the State Plan requirements for the continuing development of occupational safety and health programs in Virginia. Since that date the Program Directives System has served as the vehicle for transmitting instructions, notices and directives as to the implementation of changes in VOSH Program requirements.

At that time, a classification system of fourteen subjects was established. In addition, a numbering system was established to aid the reader in using the Program Directives Manual. VOSH program developments have necessitated periodic changes in the subject matter of Program Directives.

This update amends the numbering system to reflect current major program subjects and priorities.

I. Description.

The VOSH Program Directives System retains the fourteen subject classifications. Each classification is assigned a two-digit section number beginning with "01" and running through "14". A document assigned to a classification will have a five-digit number (XX-XXX). The first two digits will be the appropriate classification number. The Program Directives Manual Table of Contents is organized by subject classification numbers (see Pages A-1 through A-3 of this directive) and a subject index lists the directives in alphabetical order.

The three-digit control number indicates the general area of interest for the subject. Numbers 001-199 are assigned to directives which are of interest to all divisions of VOSH. Numbers 200-399 are reserved for instructions primarily concerned with safety enforcement. Numbers 400-599 are reserved for instructions primarily concerned with health enforcement. Numbers 600-699 are reserved for instructions with voluntary consultation services and training issues but cannot be classified as a section "03" directive. Numbers 700-799 are Reserved. Numbers 800-899 are assigned to any directives concerning shipyard employment, Parts 1915; Marine Terminals, Part 1917; Longshoring, Part 1918 and Gear Certification, Part 1919. Numbers 900-999 may be assigned to any directives which are not elsewhere classified.

J. Issue and Control

All Directives for the VOSH Program shall be numbered and issued through the Office of VOSH Planning and Evaluation. This procedure will assure that:

1. The appropriate number is assigned;
2. Each document conforms to established format;
3. Superseded or canceled documents are discarded;
4. The "official" manual of the VOSH Program Directives is always up-to-date;
5. Uniform enforcement and operational procedures are enacted state-wide; and
6. All manual holders receive all documents on a timely basis.

C. Ray Davenport
Commissioner

Attachments: Appendix A, Sample Table of Contents and Classification Descriptions
Appendix B, Renumbered Program Directives

Distribution: Commissioner of Labor and Industry
Directors and Managers
VOSH Compliance Staff
Cooperative Programs Staff
Legal Support Staff
OSHA Regional Administrator, Region III
OSHA Area Office, Norfolk

APPENDIX A
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VOSH CLASSIFICATION SYSTEM

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VOSH Administrative Management - 01

This category covers procedures for using the Program Directives System; steps for implementing, changing and/or canceling instructions; policies unique to VOSH management functions; directions concerning work practices within the VOSH Program; and, general administrative/management communications not covered in other categories.

Compliance Instructions - 02

This category contains directions related to enforcement programs, including inspection procedures for specific state rules and regulations. Documents altering, implementing, or rescinding enforcement procedures (including inspection scheduling) will appear in this section.

Consultation - 03

This category contains directions specifically related to the operation of VOSH consultation and training program activities.

Discrimination/Retaliation - 04

This category provides definitions of various types of discrimination and the procedures to follow in the investigation of employee complaints for being terminated, and interpretations of section 11c of the federal OSHA Act and §40.1-51.2:1 of the *Code of Virginia*.

Training - 05

This category outlines training directions for VOSH program activities.

Interpretation of Standards - 06

This category covers interpretations of standards for uniform understanding and enforcement activities. These interpretations will include all VOSH opinions and procedures regarding both federal identical and state unique standards. Also included in this category will be any federal OSHA interpretations which may have a unique or otherwise notable impact on VOSH operations.

Legal and Legislative - 07

This category is used for materials dealing with legal opinions and other subjects of a legal nature; it also covers legislation of interest to the VOSH Program, and determinations made pursuant to such legislation; relations with the General Assembly and other branches of state government relating to Program activities.

Personnel - 08

This category covers unique VOSH Program personnel (Employee Relations) activities that are necessary to complement the Department of Human Resources Management (DHRM) and general DOLI personnel procedures. Their functions could include compensation and classification, employment, benefits, equal employment opportunity, training issues not appropriate to section "05" and employee relations components.

Program Operations, Analysis and Evaluation - 09

This category will be used for materials on field performance analysis systems, the review and analysis of field activities, on-site review of VOSH field offices, and IMIS reports on VOSH activities.

Public Information and Freedom of Information Act (FOIA) - 10

This category covers matters pertaining to relations with the public, the press, and promotional activities. Freedom of Information Act interpretations fall within this section.

Variances - 11

This category contains directions for and procedures concerning variances to specific standards for individual businesses.

Standards - 12

This category conveys standards adopted by the Safety and Health Codes Board for enforcement by the VOSH Program. Program information on occupational safety and health standards developed, implemented and interpreted under the Virginia Labor Laws will fall within this category.

Memoranda of Understanding (MOU)/Memoranda of Agreement (MOA) - 13

This category includes all program directives which contain MOUs or MOAs between DOLI and other federal, state, or local governmental agencies, which specifically relate to VOSH.

Emphasis Programs - 14

This category contains directives which specify National Emphasis Programs (NEP), Special Emphasis Programs (SEP) and Local Emphasis Programs (LEP) which are currently enforced by VOSH.

List of Renumbered Program Directives

<u>Formerly</u>		<u>Currently</u>
02-005A	First Report of Injuries and Illnesses; LEP	14-005A
02-203	Special Emphasis Program: Trenching and Excavation	14-203
02-204	LEP: Scaffolding	14-204
02-205A	Public Sector LEP: Public Work Shops	14-205A
02-212D	LEP: Logging Industry - SIC Industry No. 2411 - "Operation Life Saver"	14-212D
02-219B	LEP: Heavy Equipment	14-219B
02-221C	LEP: "Overhead High Voltage Line Safety for both General Industry and Construction"	14-221C
02-398A	Tree Felling and Tree Delimbing Activities - LEP	14-398A
02-409	SEP for Silicosis	14-409
02-430A	Public Sector LEP: Waste Water/Water Treatment Facilities	14-430A
02-437	NEP: Lead	14-437
06-006A	Public Participation Guidelines for the Safety and Health Codes Board	07-006A
06-007B	Amendment to Bylaws of the Safety and Health Codes Board	07-007B
13-003	Professional Development of New-Hire and Experienced Compliance Personnel	05-003